

EPA Official Record

Mail ID: 97e99562b64a4128a11438933674f914

From: Aoyama, Joyce

To: Wells, Mike; Livingstone, Gail

Copy To: Carlin, Jayne

Delivered Date: 05/28/2014 06:05 PM EDT

Subject: RE: Questions: Re: Move/ Records (CRC labels, FOIA docs to transfer to Audrey, etc.)

Gail,

Please see my answers below in blue. Let me know if you have questions.

Thank you,

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From: Wells, Mike

Sent: Wednesday, May 28, 2014 12:48 PM

To: Livingstone, Gail; Aoyama, Joyce

Cc: Carlin, Jayne

Subject: RE: Questions: Re: Move/ Records (CRC labels, FOIA docs to transfer to Audrey, etc.)

[My answers below.](#)

From: Livingstone, Gail

Sent: Wednesday, May 28, 2014 12:30 PM

To: Wells, Mike; Aoyama, Joyce

Cc: Chung, Angela; Carlin, Jayne

Subject: Questions: Re: Move/ Records (CRC labels, FOIA docs to transfer to Audrey, etc.)

Hello, Mike and Joyce, (fyi only: Angela, Jayne),

(**Audrey-** please refer to the FOIA question, down below-**question #5.**, thanks)

These Records questions arose from my attendance at today's WQS Unit meeting- a discussion of the Move and preparing WQS files for that.

I've tried to address these questions to Mike, Joyce, and Audrey as best I can. I'm not sure this is the best way to do this!

Sorry it's so detailed, but I have to work through these things to get them done!

Questions:

1. Mike:

If the WQS Unit has some Records (they are **EPA 204 Series Code**) that are NOT Versatile barcoded, and the staff won't have time to sort through them before the Move, can we hand-label (no barcode/ Versatile entry) a "204" (EPA Series code) on the outside of these accordion files, to at least get them labelled to that basic level for the Move? *For things going to OWW's new file room, you can label however you want. I personally don't see the logic in adding in a step where there are handwritten labels (why not just try to get them into VE directly?), but if that's the only option then it's better than nothing. I'd at least require minimum labeling requirements, even if just handwritten: Title, Records Series #/name, Office/Dept., dates. You may consider requiring name of individual custodian w/program expertise who could be responsible for the file.*

Of course the CRC will not accept handwritten labels, but you know that...

2. Mike/ Joyce:

RE: Two 6' Bookshelves of Technical Reference Materials: in 13th floor yellow conference room:

Mike:

Is August 15th a good deadline for keep/toss decisions to be made by WQS staff on these? I'd say two weeks prior to your move date makes sense for my purposes. I don't have your updated move date. Remember, we have contractual reasons with Workpointe that the volumes moved by them must be stable b/t their final walkthrough of the files (about ten days prior to the files move) and the weekend of the files move.

Lisa Macchio and Kathleen Collins, WQS staff, will sort through these, on Fridays.

Joyce:

My plan is to create a virtual Destruction Box in Versatile this week and that will be ready for her use.

Is that the correct process? *That sounds good.*

Kathleen has volunteered to use the scanning gun I was issued (if ok with you) to take these barcoded items out of Versatile.

3. Joyce: (?)

CRC labelsconventions: Do I have to remove or cover up any existing V.E. Barcode label that currently appearsomeplace other than the upper left of an accordion file? *Gail, you don't need to remove the existing labels, just make sure there is one in the upper left front of the file.*

I know that CRC requires the Barcode label to be on the upper left front of the accordion file .

At present, the WQS (and WU) Spacesaver files are labelled on the "right front" and "right inside back" of the Accordion file.

a.) If any of those are destined to the CRC, what do I do? *Gail, you will need to reprint labels for the designated CRC label placement, but no need to cover the existing labels*

b.) should I work with you if I need MANY labels made (like for the entire WQS 204 collection)? Like: make a "gang" label request of some sort to make it go faster? *Yes, feel free to give me a call about this. If the labels already exist, we can find a way to get process them quickly. If they are not in Versatile yet, I can send you a spreadsheet for you to enter the basic information and we can import them into Versatile using the Import Tool.*

4. Joyce: (?)

CRC labels:

Will color-coding stickers be allowed if I'm prepping a CRC label?

The WQS Unit (and Watershed Unit) have traditionally color-coded their files to indicate State (a small, 3/8" color square placed at the right side of the barcode label). Is this acceptable?*If it's on the right side of the folder, them may not be visible in the spacesaver, but probably no need to take them off.*

5. **Joyce and Audrey:**

“next steps” to transfer 24 files (of one FOIA) from WQS to Audrey- who does what next?

There are 24 Accordion files (6 lineal feet) of **FOIA No. 10-RIN-00262-08** (Versatile Barcodes #36083 thru 36106) in the Spacesaver that, per Lisa Macchio, WQS staff, should “go to Audrey” at this point. I showed them to Audrey today and Audrey said she will ask Lisa/ find out if they are part of an appeal or not, and then she will know what to do about them.

Lisa had said a while ago that she was wondering ‘where the WQS originals of these files are’. I suppose one could search Versatile for a start? *My fear is that these are the original, in which case they go back to their respective files. If not, then you’ll need to figure out what kind of FOIA files they are to see about their disposition.*

Regardless, **the Files are currently identified in the Versatile “Department field” as “/WA/WQ/ ownership.** So, would Audrey take care of changing in this field that they no longer are in the WQS Unit, when that is true? *If the department needs to be changed, then I can somehow globally change them, especially if they are scanned into a “box”*

My goal is to NOT have these files moved to the WQS part of the DFA (Spacesaver) during the Move. I’m not sure what the “next effective step” should be, and taken by whom, under whose direction.

Thank you all very much,

-Gail

*Gail Livingstone
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